



Equal Opportunities Policy Statement

Ellgia Limited recognise that discrimination in the workplace, in any form, is unacceptable and in most cases, is also unlawful. We have therefore adopted an Equal Opportunities Policy, to ensure that all job applicants and employees are treated fairly and without favour or prejudice. We are committed to applying this policy throughout all areas of employment; recruitment and selection, training, development and promotion. In all situations, people will be judged solely on merit or ability. The following sets down the key points of the policy, any breach of the policy will lead to disciplinary action, which may include dismissal.

Each and every employee has a duty to observe and apply the requirements of this policy at all times.

The policy will be implemented in accordance with the requirements of; the current Rehabilitation of Offenders Act, the Sex Discrimination Act, the Race Relations Act, the Disability Discrimination Act, the Employment Equality (Sexual Orientation) Regulations 2003, the Employment Equality (Age) Regulations 2006 and their various amendments. To ensure that the company reaches the widest cross section of the community, all vacancies will be advertised through the job centre or independent media as well as being advertised internally.

The company will ensure that no job applicant or employee receives less favourable treatment on the grounds of; race, colour, nationality, ethnic, or national origin, sex, marital status, sexual orientation, disability, political opinion/affiliation, age or religion. Interview questions will be related to the requirements of the job and will not seek irrelevant qualifications or experience. Applicants will be short listed/selected solely on the basis of capability.

Each and every employee has an obligation to make a positive contribution towards engendering an environment, of equal opportunity, throughout the business.

The company grievance procedure is available to any employee who believes that they have been discriminated against, and the company would urge those individuals to pursue their rights, through this channel.

A handwritten signature in black ink, appearing to read "Jack Lavington". The signature is stylized and somewhat cursive.

Jack Lavington
Managing Director
4th December 2023